

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
PAGE 1 OF 3

Records Retention / Disposition Authorization

<ul style="list-style-type: none"> Instructions for completion are provided on pages 2-3. In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number. Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">1. Retention/Disposition Authorization # (RDA)</th> </tr> <tr> <td style="width: 50%;">Sequential Number 500</td> <td style="width: 50%;">Suffix A</td> </tr> <tr> <td>2. Agency Number 437</td> <td>3. Unit Number 309</td> </tr> <tr> <td colspan="2"> 4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded </td> </tr> </table>	1. Retention/Disposition Authorization # (RDA)		Sequential Number 500	Suffix A	2. Agency Number 437	3. Unit Number 309	4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	
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5. Agency Name Department of Children and Families	
Division Name Division of Safety and Permanence	Subdivision Name Permanence & Out of Home Care

6. Record Series Title Adoption Case Records - Microfilm			
7. Record Series Life Cycle Dates			8. Medium for Records Storage – Check all appropriate categories <input type="checkbox"/> Electronic/Digital <input checked="" type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
Year Created 1947	Year Discontinued	Year of Final Disposition	
9. Retention Time Period - Specify Actual Period			10. Event that Initiates the Start of the Retention Time Period
Yrs	Mo	Wks	Days
			Permanent <input checked="" type="checkbox"/>
			Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>

11. Disposition	
<input type="checkbox"/> Destroy	<input type="checkbox"/> Transfer to State Archives (WHS)
<input type="checkbox"/> Destroy Confidential	<input type="checkbox"/> Transfer to UW Archives
<input type="checkbox"/> Transfer to Other Location (Specify)	

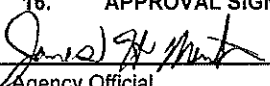

12. Records Series Description
Consists of the microfilm record of the adoption case files for completed adoptions. The microfilming is done in accordance with s. 16.61 Wis. Stats. and Chapter PR-1 of the Administrative Code. Paper adoption case files are retained until the microfilming is verified by a random sample and then destroy confidential.

According to HFS 53.07 Adoption Records, the Department shall maintain these records permanently.

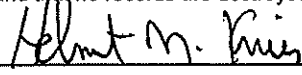
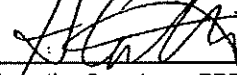
**APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO November 2021**

13. Records Contain Personally Identifiable Information (PII) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. Name of Agency Program Contact or Records Officer – Select appropriate title. David Timmerman <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer Telephone 608-261-8895 Email
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15. Records Series is Confidential or Access is Limited ☒ Yes ☐ No (If yes, enter Statute/Code) s. 48.93

16. APPROVAL SIGNATURES	
 Agency Official Date (mm/dd/ccyy) 9/2/11	 Agency Records Officer Date (mm/dd/ccyy) 9/12/2011

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

 State Archivist Date (mm/dd/ccyy) 11/14/11	 Executive Secretary – PRB Date (mm/dd/ccyy) 12/6/2011
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